



University of Wisconsin-Extension
Application Supplement

Disclosure of Pending Charge and/or Conviction Record

NOTE TO APPLICANTS: The position for which you are applying is one in which an individual's arrest on a pending charge and/or conviction of a violation of the law may be a factor in evaluating potential job performance.

The information requested below is required to conduct an adequate records review and will in no way be used to discriminate on the basis of age, gender, race or any other protected class status.

Records of arrest on pending charges and/or convictions will not automatically disqualify you from employment. Such information will be considered only if there is a substantial relationship to the job you are seeking.

(Please print your responses.)

POSITION APPLIED FOR _____

Name Last First Middle

Other names you have used _____

Current address _____

Previous addresses (Within past 10 years) _____

Social security number Date of birth Month/ Day/ Year

Gender: Male Female

NOTE: Continue to page 2. Add additional sheets if necessary.

HAVE YOU BEEN CONVICTED OF AN OFFENSE OTHER THAN NON-MOVING TRAFFIC VIOLATIONS?

_____ **Yes** _____ **No** If YES, please provide complete information below:

1. Nature of the Offense _____

Date of conviction _____

Name and location of court _____

2. Nature of the Offense _____

Date of conviction _____

Name and location of court _____

3. Nature of the Offense _____

Date of conviction _____

Name and location of court _____

4. Nature of the Offense _____

Date of conviction _____

Name and location of court _____

DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AGAINST YOU?

_____ **Yes** _____ **No** If YES, Please indicate the nature of the charges:

Additional Information _____

I agree that the employer may check records regarding this information. To the best of my knowledge the information provided is true and complete. I understand that should I falsify or omit any information, it could be grounds for not hiring or for dismissal.

Signed _____ Date _____

Return this completed form to:

**UW-Extension Office of Human Resources
Extension Building, Room 201
432 North Lake Street
Madison, WI 53706**